

# Public Inspection of Records Policy

## Wright Township

1. Public records maintained by the assessor's office are made available to the public in the following ways:
  - a. On our township website
  - b. On our BS&A web portal
  - c. by in-person inspection during our regular hours of operation
2. Requests for public inspection and copying of public records may be made verbally or in writing.
3. Physical records are available for review by the public during regular hours of operation.
4. FOIA requests shall be made to the FOIA Coordinator. FOIA requests are subject to the statutory requirements of Act 442 of 1976.
5. All requests for review of public records shall be answered within 5 business days from the date the request is made.
6. Contact information for all staff is available at the Township Hall or on the township website.